Section 2. OPERATIONS

5-2-1. INFORMATION REQUIREMENTS

a. Start assistance as soon as enough information has been obtained upon which to act. Information requirements will vary, depending on the existing situation. Minimum required information for inflight emergencies is:

1. Aircraft identification, type, and transponder.
2. Nature of the emergency.
3. Pilot's desires.

b. After initiating action, provide the altimeter setting and obtain the following items or any other pertinent information from the pilot or aircraft operator as necessary:

1. Aircraft altitude.
2. Fuel remaining in time.
3. Pilot reported weather.
4. Pilot capability for IFR flight.
5. Time and place of last known position.
6. Heading since last known position.
7. Airspeed.
8. Navigation equipment capability.
9. NAVAID signals received.
10. Visible landmarks.
11. Aircraft color.
12. Number of people on board.
13. Point of departure and destination.
14. Emergency equipment on board.

5-2-2. FREQUENCY CHANGES

Provide assistance on the initial contact frequency. Change frequencies only when there is a valid reason.

5-2-3. AIRCRAFT ORIENTATION

Orient an aircraft by the means most appropriate to the circumstances. Recognized methods include:

a. Radar.

b. DF.

c. NAVAID's.

d. Pilotage.

e. Sighting by other aircraft.

5-2-4. ALTITUDE CHANGE FOR IMPROVED RECEPTION

If deemed necessary, and if weather and circumstances permit, recommend the aircraft maintain or increase altitude to improve communications, radar, or DF reception.

5-2-5. ALERTING CONTROL FACILITY

When an aircraft is considered to be in emergency status, alert the appropriate control facility and forward the following information as available:

a. Facility and person calling.

b. Flight plan, including color of aircraft if known.

c. Time of last transmission received, by whom, and frequency used.

d. Last known position, estimated present position, and maximum range of flight of the aircraft based on remaining fuel and airspeed.

e. Action taken by reporting facility and proposed action.

f. Number of persons on board.

g. Fuel status.

h. Position of other aircraft near the aircraft's route of flight when requested.

i. Whether an ELT signal has been heard or reported in the vicinity of the last known position.

j. Other pertinent information.

5-2-6. VFR AIRCRAFT IN WEATHER DIFFICULTY

If a VFR aircraft requests assistance when it encounters or is about to encounter IFR weather conditions, request the pilot contact the appropriate control facility. Inform that facility of the situation. If the pilot is unable to communicate with the control facility, relay information and clearances.

5-2-7. AIRCRAFT POSITION PLOTS

Plot the flight path of the aircraft on a chart, including position reports, predicted positions, possible range of flight, and any other pertinent information. Solicit the

assistance of other aircraft known to be operating near the aircraft in distress. Forward the information to the appropriate control facility.

5-2-8. EMERGENCY LOCATOR TRANSMITTER (ELT) SIGNALS

When an ELT signal is heard or reported:

a. Notify the ARTCC, who will coordinate with the Rescue Coordination Center (RCC).

b. If the ELT signal report was received from an airborne aircraft, attempt to obtain the following information:

1. The aircraft altitude.
2. Where and when the signal was first heard.
3. Where and when maximum signal was heard.
4. Where and when signal faded or was lost.

Solicit the assistance of other aircraft known to be operating in the signal area for the same information. Relay all information obtained to the ARTCC.

c. Attempt to obtain fixes or bearings on the signal and forward any information obtained to the ARTCC.

NOTE-
Fix information, in relation to a VOR or a VORTAC (radial distance), facilitates accurate ELT plotting by RCC and should be provided when possible.

d. In addition to the above, when the ELT signal strength indicates the transmitter may be on the airport or in the vicinity, notify the on-site Airway Facilities personnel for their action.

e. Air Traffic personnel shall not leave their required duty stations to locate an ELT signal source.

f. Attempt to locate the signal source by checking all adjacent airports not already checked by other ATC facilities for the following information:

1. Can ELT signal be heard.
2. Does signal strength indicate transmitter may be on airport.
3. Can attempt be made to locate and silence transmitter.
4. Advise the results of any action taken. Forward all information obtained and action taken to the ARTCC.

g. Notify the ARTCC if the signal source is located and whether the aircraft is in distress, plus any action taken or proposed for silencing the transmitter. Request person who located signal's source to attempt to obtain ELT make, model, etc., for relay to RCC via the ARTCC.

h. Notify the ARTCC if the signal terminates prior to location of the source.

NOTE-
1. The ARTCC serves as the contact point for collecting information and coordinating with the RCC on all ELT signals.

2. Operational ground testing of ELT has been authorized during the first 5 minutes of each hour. To avoid confusing the tests with an actual alarm, the testing is restricted to no more than three audio sweeps.

3. Portable hand-carried receivers assigned to Air Traffic facilities (where no Airway Facilities personnel are available) may be loaned to responsible airport personnel or local authorities to assist in locating signal source.

5-2-9. EXPLOSIVE CARGO

When you receive information that an emergency landing will be made with explosive cargo aboard, inform the pilot of the safest or least congested airport areas. Relay the explosive cargo information to:

a. The emergency equipment crew.

b. The airport management.

c. The appropriate military agencies when requested by the pilot.

5-2-10. EXPLOSIVE DETECTION DOG HANDLER TEAMS

Take the following actions upon receipt of a pilot request for the location of the nearest explosive detection K-9 team.

a. Obtain the aircraft's identification and current position and advise the person in charge of the watch of the pilot's request.

b. Relay the pilot's request to the FAA Washington Operations Center, ADA-30, (202) 267-3333, and provide the aircraft identification and position.

c. ADA-30 will provide the nearest location. Have ADA-30 standby while the information is relayed to the pilot.

d. If the pilot wishes to divert to the airport location provided, obtain an estimated arrival time from the pilot and advise the person in charge of the watch.

e. After the aircraft destination has been determined, estimate the arrival time and advise ADA-30. ADA-30 will then notify the appropriate airport authority at the diversion airport. In the event the K-9 team is not available at this airport, ADA-30 will advise the AT facility and provide them with the secondary location. Relay this to the pilot concerned for appropriate action.

REFERENCE-
FAAO 7210.3, Para 2-1-10, Explosives Detection K-9 Teams.

5-2-11. INFLIGHT EQUIPMENT MALFUNCTIONS

When a pilot reports an inflight equipment malfunction, take the following action:

a. Request the nature and extent of any special handling desired.

NOTE-
14 CFR Part 91 requires the pilot in command of each aircraft operated in controlled airspace under IFR shall report as soon as practical to ATC any malfunctions of navigational, approach, or communication equipment occurring in flight. This includes the degree to which the capability of the aircraft to operate IFR in the air traffic control system is impaired and the nature and extent of any assistance desired from air traffic control.

b. Provide the maximum assistance possible consistent with equipment, workload, and any special handling requested.

c. Relay any special handling required or being provided to other specialists or facilities who will subsequently handle the aircraft.

5-2-12. NAVY FLEET SUPPORT MISSIONS

Handle Navy Fleet Support Missions aircraft as follows:

a. When you receive information concerning an emergency to a U.S. Navy Special Flight Number aircraft, inform the nearest ARTCC of all pertinent information.

b. Relay the words SPECIAL FLIGHT NUMBER followed by the number given as part of the routine IFR flight information.

5-2-13. COUNTRIES IN THE SPECIAL INTEREST FLIGHT PROGRAM

Upon receipt of any flight movement data on an aircraft registered in a communist-controlled country, notify the supervisor and the appropriate ARTCC immediately. Additionally, if the aircraft is making an emergency or an unscheduled landing in the United States, notify the nearest U.S. Customs Service Office.

NOTE-
Communist-controlled countries include Albania, Bulgaria, Cambodia, Peoples Republic of China, Cuba, North Korea, Outer Mongolia, Romania, Former USSR countries recognized as the Russian Federation Commonwealth of Independent States, and Socialist Republic of Vietnam.

5-2-14. MINIMUM FUEL

If an aircraft declares a state of "minimum fuel," inform any facility to whom control jurisdiction is transferred of the minimum fuel problem and be alert for any occurrence which might delay the aircraft en route.

NOTE-
Use of the term minimum fuel indicates recognition by a pilot that the fuel supply has reached a state whereupon reaching destination, any undue delay cannot be accepted. This is not an emergency situation, but merely an advisory that indicates an emergency situation is possible should any undue delay occur. A minimum fuel advisory does not imply a need for traffic priority. Common sense and good judgment will determine the extent of assistance to be given in minimum fuel situations. If, at any time, the remaining usable fuel supply suggests the need for traffic priority to ensure a safe landing, the pilot should declare an emergency and report fuel remaining in minutes.

5-2-15. AIRCRAFT BOMB THREATS

a. When information is received from any source that a bomb has been placed on, in, or near an aircraft for the purpose of damaging or destroying such aircraft, notify the supervisor or facility manager. If the threat is general in nature, handle it as a suspicious activity. When the threat is targeted against a specific aircraft and you are in contact with that aircraft, take the following actions as appropriate:

NOTE-
1. Facility supervisors are expected to notify the appropriate offices, agencies, and operators/air carriers according to applicable plans, directives, FAAO 7210.3, Facility Operation and Administration, or military directives.

2. Suspicious activity is covered in FAAO 7210.3, Facility Operation and Administration. Military facilities would report a general threat through the chain of command or according to service directives.

3. A specific threat may be directed at an aircraft registry

or tail number, the air carrier flight number, the name of an operator, crew member or passenger, the departure/arrival point or times, or combinations thereof.

1. Advise the pilot of the threat.

2. Inform the pilot that technical assistance can be obtained from an FAA aviation explosives expert.

NOTE-
An FAA aviation explosives expert is on call at all times and may be contacted by calling the FAA Operations Center, Washington, DC, (202) 267-3333. Technical advice can be relayed to assist civil or military air crews in their search for a bomb and in determining what precautionary action to take if one is found.

3. Ask if the pilot desires to climb or descend to an altitude that would equalize or reduce the outside air pressure/existing cabin air pressure differential. Obtain and relay an appropriate clearance considering MEA, MOCA, MRA, and weather.

NOTE-
Equalizing existing cabin air pressure with outside air pressure is a key step which the pilot may wish to take to minimize the damage potential of a bomb.

4. Handle the aircraft as an emergency, and/or provide the most expeditious handling possible with respect to the safety of other aircraft, ground facilities, and personnel.

NOTE-
Emergency handling is discretionary and should be based on the situation. With certain types of threats, plans may call for a low-key action or response.

5. Obtain and relay clearance to a new destination, if requested.

6. When a pilot requests technical assistance or if it is apparent that such assistance is needed, do NOT suggest what actions the pilot should take concerning a bomb, but obtain the following information and notify the supervisor who will contact the FAA aviation explosives expert:

NOTE-
This information is needed by the FAA aviation explosives expert so that the situation can be assessed and immediate recommendations made to the pilot. The aviation explosives expert may not be familiar with all military aircraft configurations but can offer technical assistance which would be beneficial to the pilot.

(a) Type, series, and model of the aircraft.

(b) Precise location/description of the bomb device if known.

(c) Other details which may be pertinent.

NOTE-
The following details may be of significance if known, but it is not intended that the pilot should disturb a suspected bomb/bomb container to ascertain the information:

1. The altitude or time set for the bomb to explode.

2. Type of detonating action (barometric, time, anti-handling, remote radio transmitter).

3. Power source (battery, electrical, mechanical).

4. Type of initiator (blasting cap, flash bulb, chemical).

5. Type of explosive/incendiary charge (dynamite, black powder, chemical).

b. When a bomb threat involves an aircraft on the ground and you are in contact with the suspect aircraft, take the following actions in addition to those discussed in the preceding paragraphs which may be appropriate:

1. If the aircraft is at an airport where tower control or LAA is not available, or if the pilot ignores the threat at any airport, recommend that takeoff be delayed until the pilot or aircraft operator establishes that a bomb is not aboard in accordance with 14 CFR Part 121. If the pilot insists on taking off, and in your opinion the operation will not adversely affect other traffic, issue or relay an ATC clearance.

REFERENCE-
14 CFR Part 121.537.

2. Advise the aircraft to remain as far away from other aircraft and facilities as possible, to clear the runway, if appropriate, and to taxi to an isolated or designated search area. When it is impractical or if the pilot takes an alternative action, such as parking and offloading immediately, advise other aircraft to remain clear of the suspect aircraft by at least 100 yards, if able.

NOTE-
Passenger deplaning may be of paramount importance and must be considered before the aircraft is parked or moved away from the service areas. The decision to use ramp facilities rests with the pilot, aircraft operator, and/or airport manager.

c. If you are unable to inform the suspect aircraft of a bomb threat or if you lose contact with the aircraft, advise your supervisor and relay pertinent details to other sectors or facilities as deemed necessary.

d. When a pilot reports the discovery of a bomb or suspected bomb on an aircraft which is airborne or on the ground, determine the pilot's intentions and comply

with his/her requests insofar as possible. Take all the actions discussed in the preceding paragraphs which may be appropriate under the existing circumstances.

e. The handling of aircraft when a hijacker has or is suspected of having a bomb requires special considerations. Be responsive to the pilot's requests and notify supervisory personnel. Apply hijacking procedures and, if needed, offer assistance to the pilot according to the preceding paragraphs.

5-2-16. SECURITY CONTROL OF AIR TRAFFIC AND NAVIGATION AIDS (SCATANA)

a. The SCATANA Plan outlines responsibilities, procedures, and instructions for the security control of civil and military air traffic and NAVAID's under various emergency conditions.

b. When notified of SCATANA implementation, follow the instructions of FAA Form 7610-1 and any additional instructions received from the ARTCC.

1. To ensure that SCATANA actions can be taken expeditiously, periodic SCATANA tests will be conducted in connection with NORAD exercises. Tests may be local, regional, or national in scope.

2. AFSS/FSS facilities will participate in tests except where such participation will involve the safety of aircraft.

3. During SCATANA tests, all actions will be simulated.

REFERENCE-
FAAO 7610.4, Special Military Operations.